



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

REPLY TO
ATTENTION OF

IMNE-MHH-LG

2 NOV 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall Policy Memorandum LG-3, Vehicle Utilization Review Board (VURB)

1. REFERENCES.

~~a. Army Regulation (AR) 58-1, Management, Acquisition and Use of Motor Vehicles, 10 August 2004~~

b. Department of Defense (DoD) 4500.36-R, Management, Acquisition and Use of Motor Vehicles, 16 March 2007

c. IMCOM GSA Lease Vehicle Lean Six Sigma (LSS) Black Belt Project Solution Implementation Plan, 28 August 2009

2. PURPOSE. To establish the JBM-HH VURB under the provisions of the above references.

3. APPLICABILITY. This policy memorandum applies to JBM-HH directorates and all tenant units.

4. POLICY. The Joint Base Commander will establish a VURB to be held, at a minimum, annually. This requirement is to review vehicle utilization and to determine possible vehicle reductions, reassignments, and/or turn-ins.

5. PROCEDURES:

a. The VURB will be comprised, at a minimum, of personnel from the following directorates: Directorate of Plans, Training, Mobilization and Security; Directorate of Logistics; Directorate of Emergency Services; Directorate of Public Works; the Military District of Washington G-4; and the 3d US Infantry Regiment (The Old Guard) S-4. The Joint Base Commander will appoint all members in writing. The Military District of Washington will appoint their representatives in writing and provide a copy of the appointment orders to the Director of Logistics.

b. The Garrison Fleet Manager and Transportation Motor Pool Manager will serve as the executive agent and/or secretary for the VURB.

c. The VURB is responsible for the following:

(1) Reviewing and making recommendations to the Joint Base Commander or his designated representative for the disposition of all vehicles identified as under-utilized.

(2) Making changes concerning vehicle assignments and allocations to all supported organizations to reduce and control the number of under-utilized GSA leased vehicles.

(3) Assisting with monitoring the size and utilization of the base operations-funded GSA leased vehicle fleet.

d. The VURB will recommend to the Joint Base Commander one of the five following actions:

(1) Recurring dispatch authority approved.

(2) Current assigned user retains the vehicle.

(3) Current assigned user exchanges vehicle for similar type vehicle and higher mileage.

(4) Current assigned user exchanges vehicle for a type better suited to user's mission.

(5) Recurring dispatch authority disapproved:


(a) Vehicle is removed from recurring dispatch and placed in the general dispatch fleet.

(b) Vehicle is reassigned to another recurring dispatch user.

(c) Determines vehicle distribution and allocations.

e. Annual justification will be submitted no later than 20 July of each fiscal year to the JBM-HH Directorate of Logistics ATTN: Fleet Manager. Justifications letters will be submitted with the vehicle utilization spreadsheet to the VURB for review and for scheduling the next fiscal year's NTV budget.

6. The proponent and POC for this policy memorandum is the JBM-HH Director of Logistics, 703-696-7009.



CARL R. COFFMAN
COL, AV
Commanding

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1